Transaction:
PO13

OM BPP

# IT9005 Change Overtime Compensation

Trigger:

Use this document to change the Overtime Compensation settings for a Position.

Business Process Procedure Overview:

**Overtime Compensation (IT 9005)** - Stores settings related to overtime compensation.

- If time worked beyond the overtime limit (40 hours, etc.) is to be paid or accumulated as compensatory time, the position must have a valid IT9005 record.

- If overtime compensatory time is to be paid out (FLSA Subject only) or expired (FLSA Not-subject only) at a point earlier than 12 months from when it was earned, the Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc.).

- If it is to be paid out immediately, the Immediate Payout checkbox should be checked. The default is 365 days. An IT9005 record is not required if the position is not eligible for overtime pay or compensation.
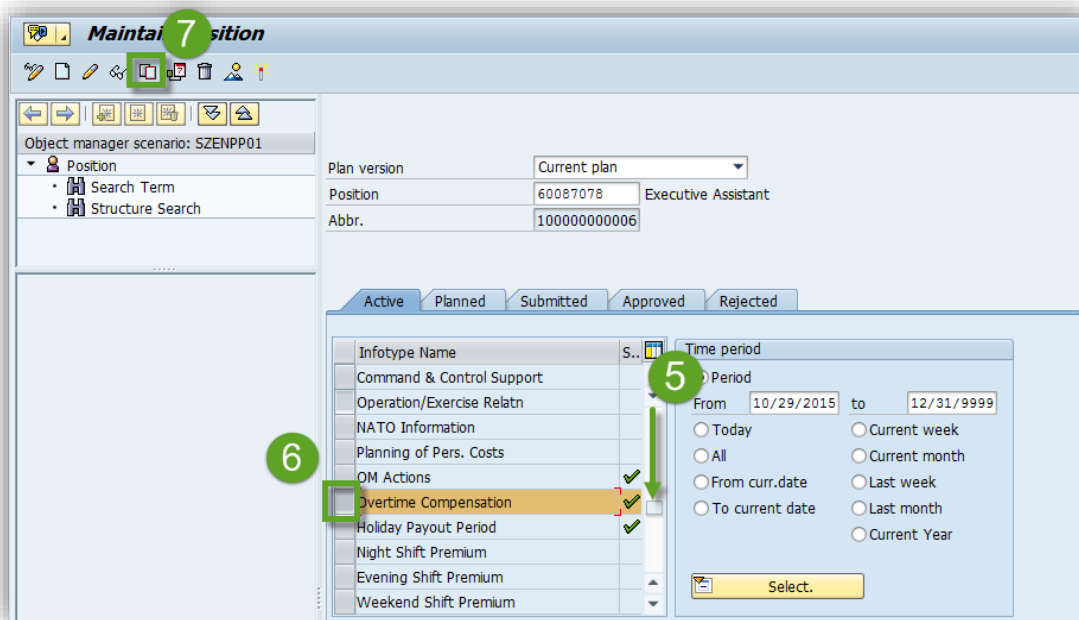
Procedure
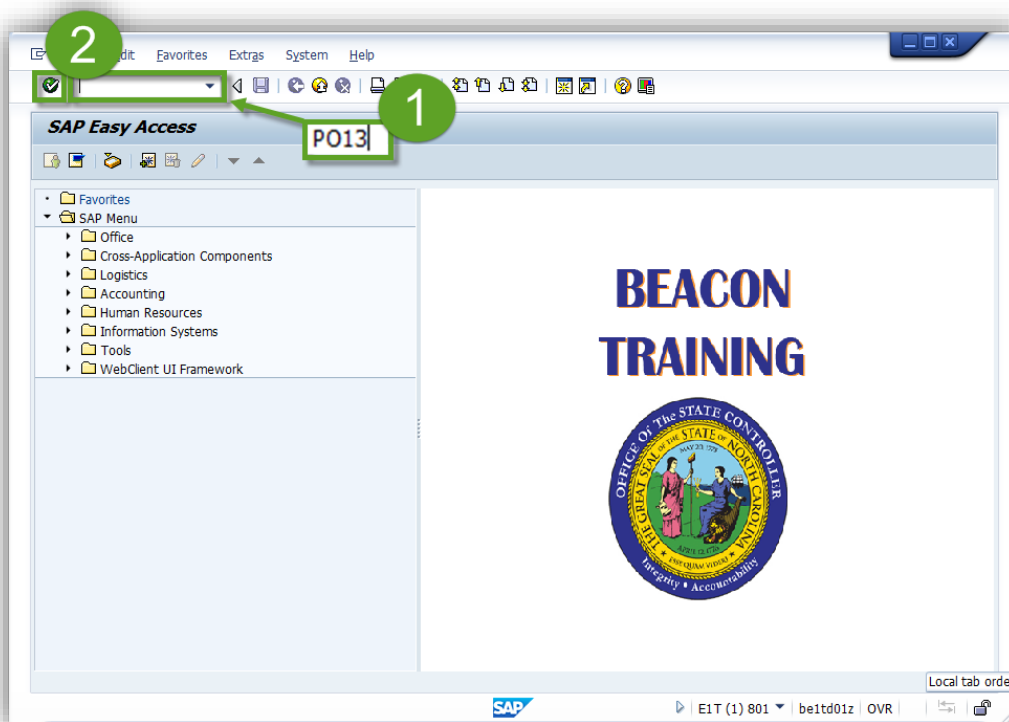
1. From the SAP Easy Access Screen, type **PO13** into the Command Field.

2. Click **Enter** .
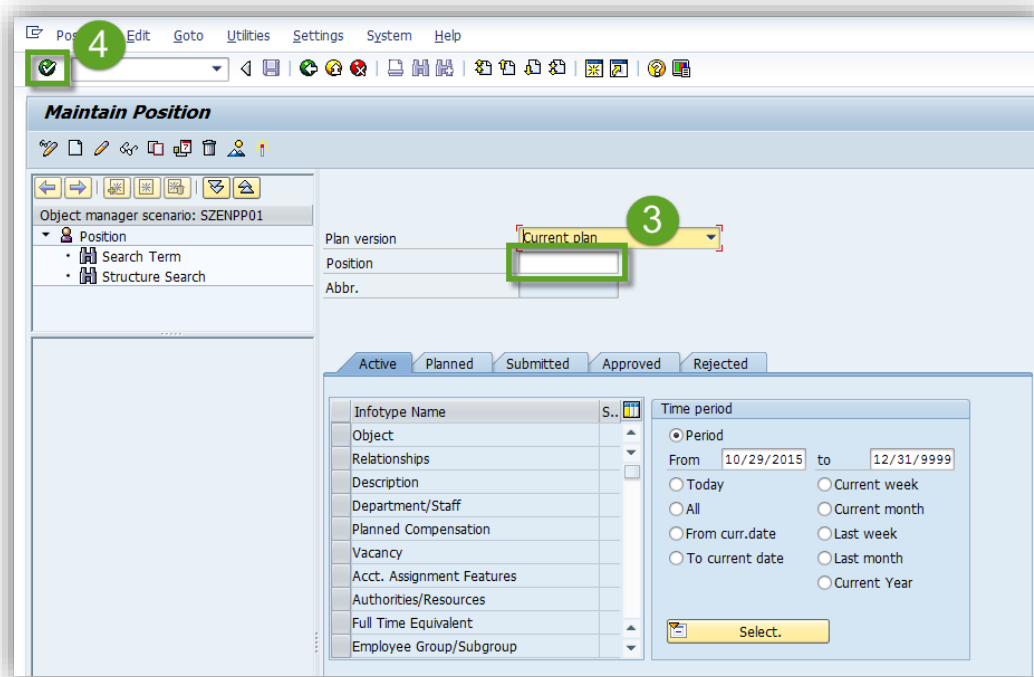
The Maintain Position Screen will be displayed.

3. Enter the position number that you wish to change (i.e. **60087078**)

4. Click **Enter** ✅.

The position details will populate.

5. Scroll until you find "Overtime Compensation." A Green check indicates that an Overtime record currently exists.

6. Click the **button** to the left of "Overtime Compensation" ☐.

7. Click **Copy** 🗐 (See next page for other options).

OSC Training
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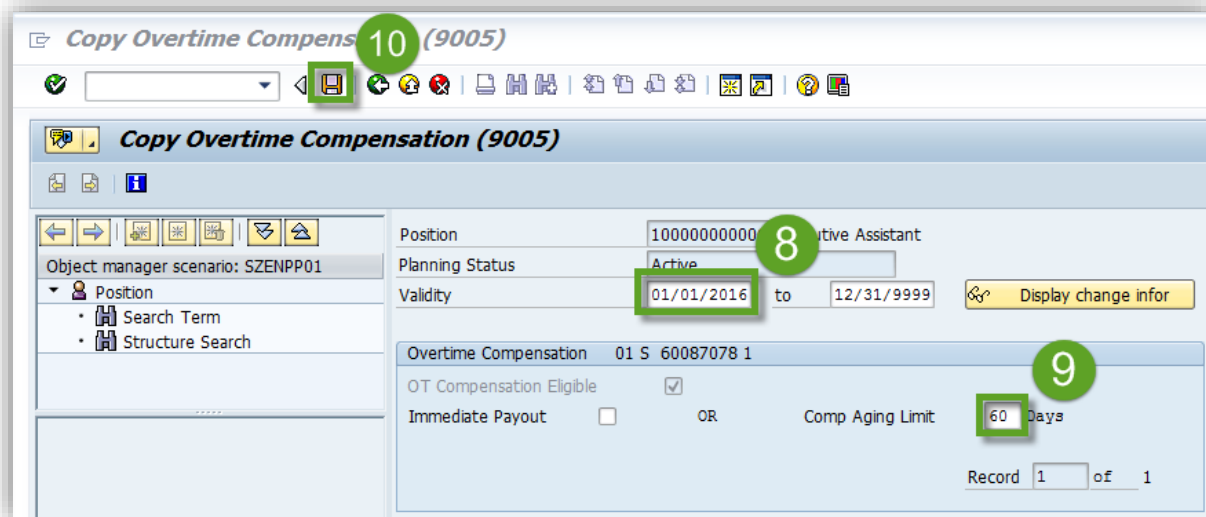
You have several options for modifying an Infotype:

Create Creates a New record where. Use when creating an IT which has not existed before

Copy Delimits the existing Infotype and creates a new, current IT. This method is HIGHLY recommended, as it preserves historical data.

Change Changes an existing Infotype without creating a new record. This method is NOT recommended as it overwrites historical record.
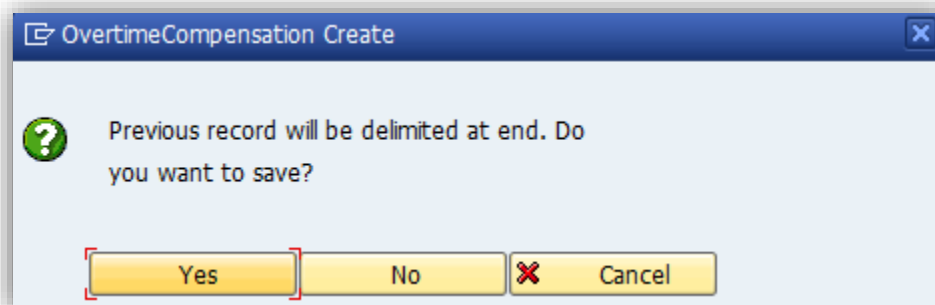

The Copy Overtime Compensation Screen will be displayed.

8. Change the start date of the record to the effective date of the change. (i.e. **01/01/2016**)

9. Change the "Comp Aging Limit." (i.e. **60 days**)

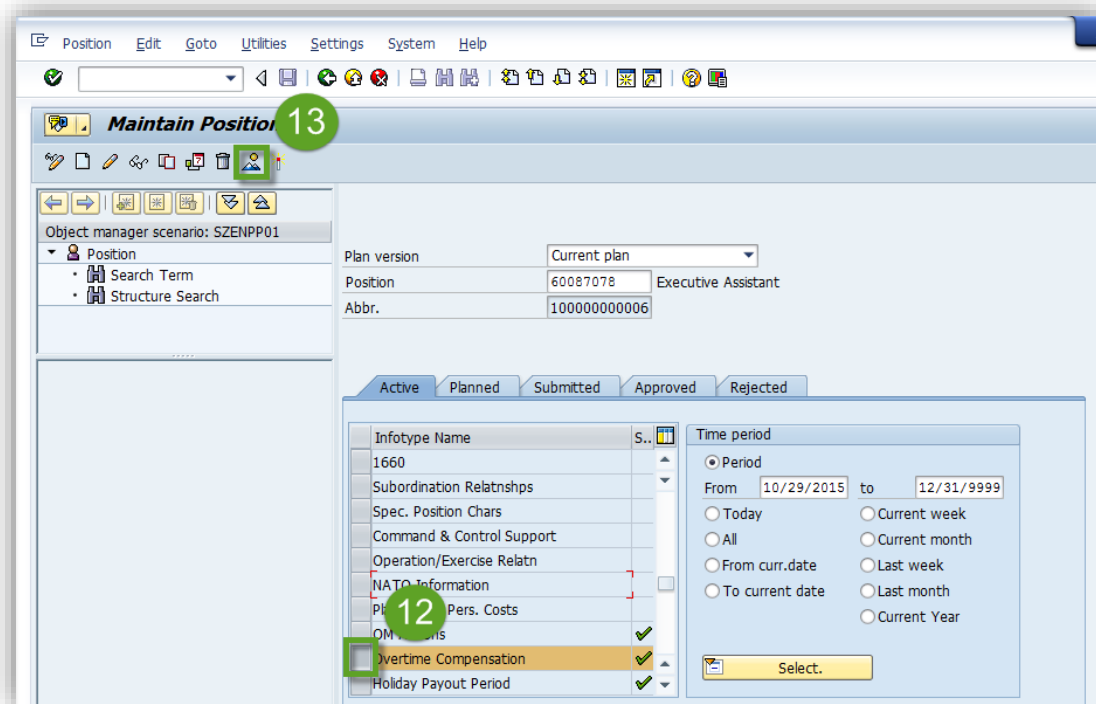   **NOTE**: The maximum Comp Aging Limit allowed is 365 Days.

10. Click **Save** .

If you are Copying and Infotype, you will receive a message reminding you that the previous record will be delimited.

11. Click **Yes** .

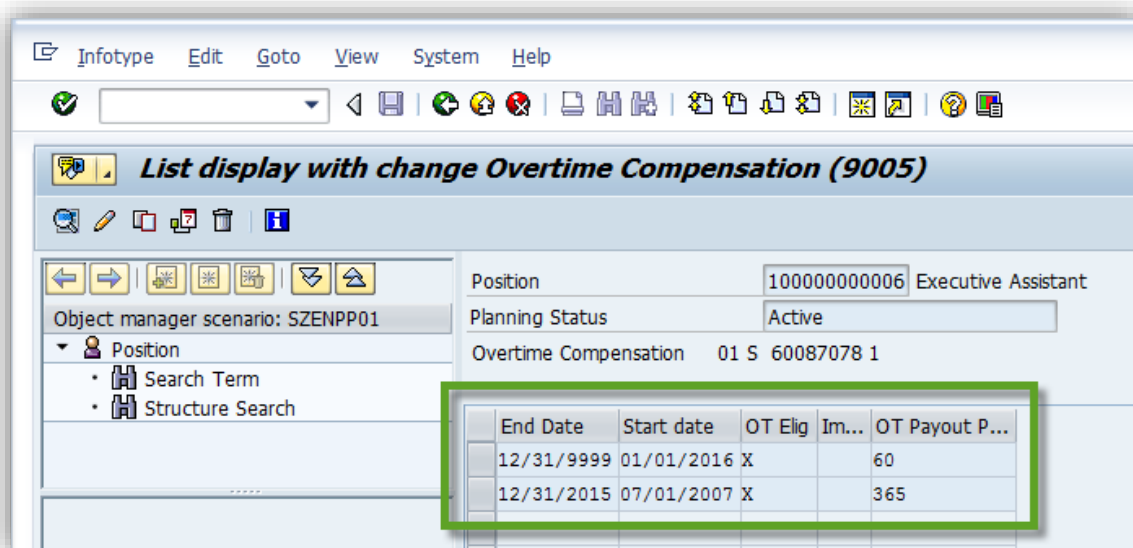You should receive a message that the Record was created.

To view and confirm the change:

12. Click the **button** to the left of "Overtime Compensation" [ ].

13. Click **Overview** .

A list of the all Overtime Compensation Infotypes for the Position will be displayed, including the Validity Dates, OT Eligibility, whether the Position is set to immediate Payout, and the Comp Aging Limit.

Additional Resources

If you have questions, or require additional assistance, contact BEST Shared Services:

Phone (Raleigh Area):	(919) 707-0707
Phone (Toll Free):	(866) 622-3784
Email:	BEST@osc.nc.gov

Training HELP website:

http://www.osc.nc.gov/training/osctd/help/

Other Job Aids:

OM Tips and Tricks Job Aid
Under Organizational Management > Job Aids
PO13 Create Position Infotypes
Under Organizational Management > BPPs

Change Record

Change Date: 10/29/2015	Changed by: David Lassiter
Changes:	Moved Change log to the end of the document.
	Updated Format, Screenshots, language and layout.
	Added "Additional Resources" Section
	Moved Tips and Tricks to "Additional Resources" Section.